

MANAGERS 8-HOURS MWE/DIVERSITY TRAINING

ARA Performance Plan 2003, Goal # 3

All managers receive at least eight hours of MWE, EEO, or diversity training during FY03.

Listed below are several MWE/Diversity training events that will be sponsored by AND-220

1. *The Credibility Factor: What Followers Expect From Leaders*
Dates: June 4, 5, 11, & 12
Times: 11:00 a.m. -11:30 a.m. & 2:00 p.m. -2:30 p.m.
Location: Room 340 (AND's Training Room)
2. *It's About Respect -Recognizing Harassment in a Diverse Workplace*
Dates: June 18, 19, 25 Times: 11 :00 a.m. -11:30 a.m. & 2:00 p.m. -2:30 p.m.
Location: Room 340 (AND's Training Room)
3. *The Ten Commandments of Communicating with People with Disabilities*
Dates: July 9, 10, & 11
Times: 11:00 a.m. -11:30 a.m. & 2:00 p.m. -2:30 p.m.
Location: Room 340 (AND's Training Room)
4. *Whale Done*
Dates: July 16 & 17
Times: 11:00 a.m. -11:30 p.m. & 2:00 p.m. -2:30 p.m.
Location: Room 340 (AND's Training Room)
5. *Whale Done! In Action*
Dates: July 23 & 24
Times: 11:00 a.m. -11:20 & 2:00 p.m. -2:20 p.m.
Location: Room 340 (AND's Training Room)
6. *Accentuate the Positive*
Dates: August 6, 7, 13, & 14
Times: 11:00 a.m. -11:15 a.m. & 2:00 p.m. -2:15 p.m.
Location: Room 340 (AND's Training Room)

For Check Out- Cassette, CDs, and/or Video Tapes (Self Pace)

1. Negaholics -How to Handle Negativity in the Workplace (Cassette Tapes)
2. How to Handle Difficult People (Cassette Tapes)
3. How to Reach Your Personal Best (Compact Disc -Audio Edition)
4. The Psychology of Winning (Cassette Tapes)
5. Clown (Video)

All videos presented are available for your checkout. Please see your training coordinator or a representative from AND-220 for more information.